

POSITION DESCRIPTION**NR-5****Town of Needham****Assistant Superintendent****11/03*****Duties:***

Under direction of a Division Superintendent, implement, monitor and assess division operations; develop and maintain recordkeeping and reporting systems; prepare related financial, regulatory and compliance reports; participate in development and management of special projects involving outside contractors; and supervise division staff through working foremen.

Conduct division-specific activities as follows:

WATER - Organize and direct excavation, trenching, shoring walls when necessary, repairing and installing water lines and hydrants, residential and commercial water connections, meters, gates, and other related water activities. Generally oversee the operation and maintenance of the water pumping stations and appurtenant equipments and provide input into Water Treatment Plant design and operating issues. Coordinate confined space safety program.

HIGHWAY - Organize and direct a variety of highway construction and maintenance functions including building roads and sidewalks, patching and resurfacing, snow plowing and removal, general street and parking area cleaning, fence, guardrail and sign work, and radio dispatching functions.

PARKS - Organize and direct maintenance programs and contract projects related to redesign and upgrading of department facilities and grounds. Includes tree planting, pruning and removal, pesticide application, maintenance of all school grounds, athletic and recreational complexes, repair and maintenance of sprinkler systems, ground maintenance at Memorial Park and Ridge Hill Reservation and other related Park Division activities.

WASTEWATER - Organize and direct excavation, trenching, shoring walls when necessary, repairing and installing sewer lines, storm drains, residential and commercial sewer connections, sump pumps or inflow connections, and other related sewer activities. Generally oversee the operation and maintenance of the sewer pumping stations and appurtenant equipment. Undertake periodic and unannounced drills for emergency preparedness.

SOLID WASTE - Organize and direct the Town's Recycling Transfer Station (RTS), including public recycling, municipal solid waste, and yard waste drop-off areas; the transfer station plant and its waste packaging and distribution activities; stocking and inventory program for recycling bags in community businesses and other locations; and oversight of related, specialized vehicle, equipment and plant maintenance. Oversee the monitoring and reporting related to the Town's closed landfill.

Supervise division staff through working foremen in the implementation, monitoring and assessment of operations. Provide daily direction to the working foremen and inspect work in the field as needed to monitor special operations, projects or problem areas. Participate in employee selection, conduct performance reviews and counsel employees as needed.

Develop division budget recommendations; assist in management of the division's approved budget; and prepare related reports, analyses and budgetary justifications. May participate in preparation and/or administration of special grants.

Develop, maintain and update computerized data management and reporting systems regarding financial analyses, compliance activities, productivity, etc., and produce related regular and special reports.

Assist in development and/or design of special division projects, plans and/or specifications involving outside contractors. Participate in management of contractors involved with the related projects.

Respond to questions and complaints from the public; resolve referenced issues; keep Superintendent advised of the significant problems and progress in their resolution; and may attend public meetings with the Superintendent to assist in responding to questions.

Receive, check, and submit weekly payroll sheets for employees. Set up short and long-range work and vacation schedules. Advise as to special work methods and procedures to follow, safety precautions, regulations and related matters affecting the work.

Procure required materials, equipment and supplies to complete projects. Cooperate with other divisions in the most effective use of personnel and equipment and, in dealing with emergency situations or unusual workloads.

Promote discipline and good working relationships, and report attendance and other employee problems to Superintendent. Handle complaints and grievances within limits of established policies referring the more serious cases to the Superintendent. Maintain effective communications with Division personnel.

Perform other related duties as required.

Basic Knowledge:

Position requires knowledge equivalent to two years of college in civil engineering or related field and specialized courses and licenses in appropriate discipline.

Experience:

Position requires 5 to 7 years related experience, preferably supervisory.

Independent Action:

Incumbent functions independently within the scope of division policies and procedures, referring issues involving major project plans and materials acquisition to Superintendent.

Supervisory Responsibility:

Incumbent supervises staff of up to 12 full-time employees and up to ten seasonal employees.

Physical/Environmental Standards:

- Periods supervising or inspecting in non-office environments, including garages, water supply stations, sewer facilities, landfills, parks and recreational areas.
- Some periods spent outside subject to weather conditions while inspecting or directing work.
- Some walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at terminal or on telephone